



Foreign Affairs Manual

14 FAM – Logistics Management

Change Transmittal: LOG-110

Date: November 22, 2011

14 FAM 510

FOREIGN SERVICE TRAVEL REGULATIONS' AUTHORITY AND APPLICABILITY

Changes

1. This Change Transmittal issues, in addition to minor deletions, the following revisions to 14 FAM 510:
 - **14 FAM 511.3, Composition of the Exceptions Committee, new paragraph c:** *The Department of Commerce Exception Committee is chaired by the Office of Foreign Service Human Capital Budget and Operations Deputy. Other committee members include the appropriate regional director and the career development officer; and*
 - **14 FAM 514.4, Procedures, revised paragraph c: For Commerce:** *(1) Foreign Service personnel who have unavoidably incurred what they consider to be excess charges for travel, transportation, or storage of their effects should first seek relief through the normal administrative process; and (2) Foreign Service personnel who have exhausted the normal administrative process and have not received a satisfactory resolution of their problem may submit a request for committee consideration through an e-mail or memorandum, subject: "Exception to Foreign Service Travel Regulations," to the Director of the Office of Foreign Service Human Capital, OFSHC. Requests are to include complete justification for the desired action, and whenever possible, be supported by pertinent written statements, inventories, bills of lading, or other supporting documents.*
2. If this issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance changed more than half the words, we did not use *dark magenta italic*. The CT line in each

section shows when that section last changed.

3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).
4. The office responsible for the material in this subchapter is the Office of Logistics Management (A/LM). Please direct questions concerning content, substance, and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 14 FAM 510 (CT:LOG-66; 10-02-2009) and insert revised subchapter 14 FAM 510 (CT:LOG-110; 11-22-2011).
2. After inserting the material in the binder, insert this Change Transmittal immediately following the CT Checklist, then fill in the entry line for CT:LOG-110, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.